



**Montana Fish,
Wildlife & Parks**

STATE OF MONTANA REQUEST FOR INFORMATION (RFI)

RFI Number:
080259

RFI Title:
Information Gathering to Improve Landowner Relations

RFI Response Due Date and Time:

June 2, 2008
2:00 PM, Local Time

Number of Pages: 3

ISSUING AGENCY INFORMATION

Procurement Officer:
Rick Dorvall, 406-495-3249

Issue Date:
May 2, 2008

Fish, Wildlife and Parks
Wildlife Division
P.O. Box 200701
Helena, MT 59620

Phone: 406-495-3249
Fax: 406-495-3253
TTY Users, Dial 711

Website: <http://vendor.mt.gov/>

INSTRUCTIONS TO OFFERORS

Return Proposal to:

Fish, Wildlife and Parks
Purchasing Unit
P.O. Box 200701
930 Custer Ave.
Helena, MT 59620

Mark Face of Envelope/Package:

RFI Number: 080259
RFP Response Due Date: **June 2, 2008**

Special Instructions:

Questions concerning RFI due to purchasing officer
by **May 16, 2008**.

OFFERORS MUST COMPLETE THE FOLLOWING

Offeror Name/Address:

Authorized Offeror Signatory:

(Please print name and sign in ink)

Offeror Phone Number:

Offeror FAX Number:

Offeror E-mail Address:

OFFERORS MUST RETURN THIS COVER SHEET WITH RFI RESPONSE

SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.0 PROJECT OVERVIEW

The STATE OF MONTANA, Department of Fish, Wildlife & Parks (hereinafter referred to as “FWP”) is seeking information from interested vendors concerning a potential project to gather information from landowners regarding their relations with FWP. A more detailed description of the services sought for this project is provided in Section 3, Project Description. Proposals submitted in response to this request for information must comply with the instructions and procedures contained herein.

1.1 INTENT OF REQUEST

This Request for Information is being sought strictly for the purpose of gaining knowledge of services available with an estimate of their corresponding costs and should not be construed as intent, commitment, or promise to acquire services or solutions offered. **No contract will result from any response to this RFI.**

1.2 SINGLE POINT OF CONTACT

From the date this Request for Information (RFI) is issued, **offerors are not allowed to communicate with any state staff or officials regarding this request for information, except at the direction of Rick Dorvall, FWP Purchasing Officer.**

Contact information for the single point of contact is as follows:

FWP Purchasing Officer: Rick Dorvall
Address: 930 Custer Ave. West, Helena MT 59620
Telephone Number: 406-495-3249
Fax Number: 406-495-3253
E-mail Address: rdorvall@mt.gov

2.0 PURPOSE AND OBJECTIVES

FWP, through its employees and citizen commission, provides for the stewardship of the fish, wildlife, parks and recreational resources of Montana, while contributing to the quality of life for present and future generations. Two of the main principles that help guide the agency are as follows:

- The agency will actively involve people in decisions that affect them; help people to participate by providing them with credible and objective information and develop programs with a clear understanding of public expectations for FWP service.
- The agency will create and strengthen working partnerships with individuals, organized groups and other natural, historic and cultural resource management agencies.

Private landowners are a very important segment of the public FWP serves. At this time, there is a growing concern that landowner-FWP relations are not as good as they could be, particularly when it comes to hunting related topics.

3.0 PROJECT DESCRIPTION

The potential project being considered by FWP is to gather data from private landowners. No set methodology for conducting this work has been predetermined. However, a mailback survey of landowners is NOT being considered at this time due to the exploratory nature of this project. Possible data collection methods to be considered include, but are not limited to, personal interviews and/or focus group meetings with a randomly selected sample of private landowners across the state. Written responses to this RFI should include proposed methods (e.g., study population, sample size, data collection tools to be used, etc.) and corresponding cost estimates. Some of the potential topics that will need to be addressed are as follows:

- How do private landowners perceive FWP?
- What do landowners like/dislike about FWP?
- In what areas do landowners think FWP is doing a good job, and in what areas do they think FWP needs to improve?
- What are landowner expectations for FWP service?
- How can FWP do a better job of actively involving landowners in decisions that affect them?

Ultimately, FWP is interested in strengthening its working relationship with private landowners in Montana.

3.1 RFI RESPONSE INSTRUCTIONS

The State of Montana, FWP is asking all interested parties to submit a response containing the following information:

- √ Your interest in providing the services/supplies.
- √ Brief description of past experience providing similar services/supplies.
- √ From your past experience, has the State identified all the major components necessary to complete this project? If not, please provide information on other necessary components.
- √ Please provide a list of potential problems/risks that the State may encounter during this project. Please provide any ideas or suggestions about how such problems/risks should be addressed in a solicitation.
- √ Your best estimated price range to provide the services/supplies as stated herein, lowest estimate to highest estimate.
- √ Your best estimated timeframe for completing the project.